

EASEMENT/LICENSE APPLICATION

Application Submission Date: _____

PATMC Staff acknowledgment of Pre-Application Conference: _____

Applicant Information (Please print or type)

Applicant Name: _____ Representing: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____

Applicant Signature: _____ Date: _____

Owner Information (please print or type)

Provide full name and indicate marital status of all owners. If other than individual, please identify legal entity (i.e. limited liability company, corporation, municipal governmental unit, etc.)

Owner Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _(_____) _____

Location of Desired License or Easement:

Township, Village or City: _____

Benefitted property Tax ID #: _____

Zoning Classification of Benefitted Property: _____

Description: (Describe reason for application)

Dimensions of Desired License or Easement. (Note: maximum width for any access license or easement is 16' feet.) Length is the width of the established, managed Right of Way at the desired location.

Width _____ feet Length (Trail width): _____ feet

License or Easement Questionnaire

1. Which Type of Easement or License are you requesting?

- The construction of a new access drive/trail crossing
- The legal recognition of an existing access drive across the Polly Ann Trail
- The modification of a legally recognized access easement or trail crossing
- Other (Please describe): _____

2. If you (or your predecessor in title) have been or are currently utilizing any portion of the Polly Ann Trail, please describe the purpose for the use(s)? (Check all that apply)

- I/We am/are not currently crossing the Polly Ann Trail
- For access to property for agricultural or timber management activities
- For access to vacant property used for recreational purposes only
- Other (Please describe): _____

3. If you (or your predecessor in title) have been or are currently utilizing any portion of the Polly Ann Trail without a legally recognized license or easement, have you received written authorization from any individual or entity for this activity?

- No
-
- Yes (Please attach copies of all documents authorizing this use)

I am not currently crossing the Polly Ann Trail

4. If you (or your predecessor in title) have been or are currently utilizing the Polly Ann Trail for the _____ without a legally recognized license or easement and without any other form of written authorization from the MNDR, the PATMC, or any other property owner, please provide any evidence that will document the span of time that you have been using the Polly Ann Trail property. Potential sources of

documentation are listed below as _____ examples for you to _____ consider.

- _____ County Road _____ _____
- _____ _____ Commission driveway permit Water well
- permit Septic drain field permit local building permit Private landowners' leases, licenses or

letters of permission Railroad leases, licenses or letters of permission verifiable photographic evidence showing use of the access drive Soil and Sedimentation permits, Other _____

This question is not applicable to my situation

5. What is the intended purpose for the requested license or easement? (Check all that apply)

Provide access to one single-family residence

Provide access to vacant property for recreational use

Provide access to property for agricultural or timber management activities

This easement does not require a new access drive

This easement is for other use(s) (Please describe) _____

6. Is there an alternative location for which you can obtain a license or easement that does not require a license or easement over the Polly Ann Trail?

No

Yes

If "Yes," explain why you need a license or easement over, above, under or across the Polly Ann Trail:

7. Does the proposed use of the requested easement or license require that you obtain additional licenses or easements over adjacent properties owned by other individuals or entities?

No

Yes

If "Yes," provide copies of any such license or easement grant.

8. Have you discussed the details of your proposed easement with any representative(s) from the Polly Ann Trail or the local participating municipalities including the PATMC?

No

Yes

If "Yes", please identify the representative and/or community: _____

9. Have you reviewed the Polly Ann Trailway Management Council – Easement or License Conveyance Policy?

No

Yes

INFORMATION

Required Documentation to be Submitted with Application

1. Completed Easement/License Application acknowledged by PATMC Staff following a pre-application conference.
2. A copy of the conveyance document demonstrating current ownership of the Benefitted Property.
3. The local Tax Identification number for the Benefitted Property.
4. A detailed map showing the following:
 - a. The location of the Benefitted Property in relation to the Polly Ann Trail;
 - b. The location of the Benefitted Property in relation to nearby public and private roads;
 - c. The location of the Benefitted Property and the approximate location desired for the requested easement or license; and
 - d. If deed research indicates that your parcel was split from a larger parcel (as described in Section 560.108 of the Land Division Act of 1967, Public Act 288), show the location of that residual parcel in relation to the location of your parcel.
5. A recordable survey describing the route of your requested easement or license as well as a legal description of and the parcel ID of the Benefitted Property. To meet document recording requirements, description must be provided:
 - a. On 8.5" X 14" paper
 - b. Using a minimum font size of 10 point, and
 - c. Minimum 0.5 margins
6. Documentation as described in Paragraphs 3, 4, and 7, as applicable.
7. If available, provide a copy of your title insurance policy for the Benefitted Property.
8. Pay the application fee of \$___ dollars.

Review of Application and Information

Upon receipt of a complete application, including the required documentation and fees, the PATMC will review the information for accuracy and make certain determinations as described in the Easement or Licenses Conveyance Policy of the PATMC.

Additional Requirements

1. Portions of the Polly Ann Trail were acquired with assistance from the State and/or Federal Government. Permission from State and/or Federal Agencies may be required prior to approval of a license or easement request.
2. Portions of the Polly Ann Trail are owned by the State of Michigan, the PATMC, and other public or private entities. The owner(s) must approve the license and easement. To that end, they may require additional information, including the submission of applications prior to consideration of a license or easement request.
3. No license or easement shall be granted for land in excess of the amount necessary for the approved use. Easements shall only be granted for the current fair market value for such easement rights as determined by the owner of the portion of the Polly Ann Trail over which a license or easement will be granted. If an appraisal is determined required, it shall be at the expense of the applicant.
4. Any license or easement granted by the PATMC will be in a form approved by the PATMC and include those provisions as outlined in the PATMC Easement or License Conveyance Policy.
5. If the PATMC and/or appropriate owner approve this application, an invoice will be sent for the license or easement rights, vegetation, signage and consideration fees. The easement will be issued only after receipt of payment in full.
6. PATMC reserves the right to request additional information or documentation as necessary to make a determination.

Applications will not be considered complete unless accompanied by the required documentation and accompanied by the required fees. Return completed application, required documents and check or money order made payable to the Polly Ann Trailways Management Council to: PATMC; PO Box 112, Leonard, MI 48367.

I, the undersigned, hereby swear or affirm that the above statements are true to the best of my knowledge and belief. I understand that any false statements or significant omissions shall be grounds for denial or revocation of a license or easement granted by the PATMC.

Dated: _____

Signature: _____

By: _____ Its: _____